

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** Coordinator 911 Database

**Date:** 5/13/98

**Position Level:** 7

**FLSA Status:**

**Class Code:** 7-23

### GENERAL DESCRIPTION

This position provides technical and administrative in the correlation, integrity and maintenance of the County 911 database. Coordinates and provides other related 911 functions such as: Emergency Medical Dispatch training; response analysis; provider emergency contact; record maintenance; reports and associated duties.

### KEY RESPONSIBILITIES

1. Develop the MSAG (Master Street Address Guide) necessary for "Enhanced 911".\*
2. Maintain the MSAG changes, additions, errors and reporting.\*
3. Coordinate and maintain the multiple ESN's (Electronic Service Number) areas and their jurisdictional boundaries.\*
4. Maintain an accurate ledger, files and fiscal documents pertaining to the 911 budget and assist with budget preparation.\*
5. Reconcile and assist with problems and daily procedures pertaining to 911 policy and procedures.
6. Analyze 911 statistical information and provide reports as required.\*
7. Assist with rural address conversions and problem address areas for 911.\*
8. Schedule and coordinate 911 training and educational programs.\* To include public contact, inquiries and public awareness programs.
9. Maintain contacts, files and correspondence with 911 providers, vendors, organizations, regulatory agencies and associated entities.\*

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> 911 Data Base Coordinator	<b>Class Code:</b> 7-23	<b>Position Level:</b> 7
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	1 to 2 years minimum of prior related work experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals or activities of others outside the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied which requires the selection and application of technical and detailed guidelines. Problems can be difficult to identify. Moderate analytic ability is required to gather and interpret data where answers can be found after analysis of several facts.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work environment and physical effort are of a typical office atmosphere.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_